



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-630

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

PERMITS & LICENSES

ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>SUPERSEDES SCHEDULES C286, C297, C314, C375, C378, C380A, AND C423</p> <p><u>ADMINISTRATION</u></p> <p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</u></p> <p>Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

9/1/88 Gerald A. Luch  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

9/1/88 Richard B. Kobayashi  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

8/29/88 [Signature]  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

10/10/88 [Signature]  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>PURCHASE ORDERS AND REQUISITIONS</u> These files contain Purchase Orders and Purchase requisitions and purchase order log books.	Retain for three (3) years, then destroy.
7.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
	<u>APPLICATIONS &amp; PROCESSING FILE</u>	
8.	<u>COMMERCIAL BUILDING PERMITS</u> These files consist of commercial building permits (long and short form) issued by the department. These include but are not limited to Alterations and Additional, antennae, radio towers, windmills, flagpoles, area lights, blasting, bulkheads, change of occupancy, circuses, carnivals, fences, private bridges, razzings, retaining walls, signs, signs (temporary), sprinkler, storm water management, swimming pools, tanks, temporary structures, tents, satellite structures, tents, satellite dishes, viaducts, tunnels, free standing chimneys, and grain elevators.	Microfilm. Retain film in office for five (5) years after sending security copy to Records Management. Destroy after five (5) years. Retain master negative permanently and transfer periodically to Maryland State Archives.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
9.	<u>RESIDENTIAL BUILDING PERMITS</u> These files consist of Residential Building Permits made out by the Department. They include but are not limited to Accessory Structures: Alteration-additions, bulkheads, free standing chimneys, piers, pilings, fences (over 42"), 6' fences, fireplaces, solid fuel burning stoves, grading, moving, new dwellings, razzings, retaining walls, swimming pools and hot tubs, tanks, temporary structures, (tents), towers, windmills, antennae, satellite dishes, viaducts, tunnels, tennis courts.	Microfilm. Destroy paper records after film is checked and validated. Send security copy to Records Management. Retain film for five (5) years, then destroy. Retain master negative permanently and transfer periodically to Maryland State Archives.
10.	<u>PLUMBING PERMIT APPLICATIONS</u> These are the original applications made for various types of plumbing permits initially made by the plumber. The applications are used as working copies after the permit is issued. the applications are marked with the permit number and the date of issuance after which they become only an office cross reference.	Retain in office for three (3) years after permit is issued or denied, then destroy.
11.	<u>PLUMBING POST CARD PERMITS</u> Inspections are recorded on inspector's copy of permits (dated and signed). Permits are filed numerically by permit number.	Retain for three (3) years, then destroy.
12.	<u>PLUMBING PERMITS (Final Inspection Record)</u> Plumbing Permit (inspector's copy) all inspections when given on job site are recorded on back of blue copy, dated and signed by the inspector. Permits when finalized are filed in office by district, alphabetically by street name.	Retain for three (3) years after final entry, then destroy.
13.	<u>WATER APPLICATION REGISTER</u> These books contain a numerical listing of the water applications accepted by this department. They show the owner's name, location of the property, date the application was received and date the application was forwarded to the Bureau of Water Supply.	Retain for three (3) years after final entry, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
14.	<p><u>CASH SLIP RECEIPTS</u> These are cash receipts made out by the Department of Permits and Licenses in receipt for money paid for permit applications, licenses, penalties, code books, etc. The department retains the white (original) copy. They show the date, applicant's name and address, fee, name of person who made out the receipt, how many licenses, books, etc. were received by the applicant.</p>	Retain for three (3) years after date of issue, then destroy.
	<p><u>BUILDING PLANS REVIEW DIVISION</u></p>	
15.	<p><u>BUILDING PLANS AND SPECIFICATION FILES</u> This file consists of rolled drawings and blueprints submitted with applications for building permits pursuant to the building code.</p> <p><u>Residential Plans</u> - are filed and available for the use of inspectors during construction. <u>Commercial Plans</u> - Reviewed for conformity to code requirement before permit issuance and are used for reference and inspection purposes. <u>Specification Books</u> - submitted with plans for requirements. They are referred to during plan review but referenced infrequently thereafter.</p>	Retain active files for three (3) years after plan is approved, then destroy.
16.	<p><u>PLANS REVIEW CORRESPONDENCE</u> These files contain correspondence relating to plan review and are filed by year and permit number. The correspondence requests revised plans, additional information, cites code requirements, and notifies builders of approval or disapproval of proposed uses of new or tested building materials.</p>	Screen annually and dispose of that material no longer needed for current reference. Retain directives and policies that illustrate the development of the agency permanently for eventual transfer to the Archives.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
	<u>BUILDING INSPECTION DIVISION</u>	
17.	<u>BUILDING INSPECTOR'S COMPLAINTS (FROM THE PUBLIC)</u> These are forms describing complaints received by inspectors from the public and describes the disposition of the complaint.	Retain for three (3) years after date of complaint, then dispose.
18.	<u>BUILDING PERMIT APPLICATION FILE</u> This is a file of forms which are the original or "office copy" of applications made for the various types of building permits.	Retain for five (5) years after date of issuance, then destroy.
19.	<u>CANCELLED PERMIT APPLICATION FILE</u> When an application is rejected or cancelled by the Building Engineer after fee has been paid, the applicant may appeal to the Circuit Court within fifteen (15) days, the Court hears and determines all matters relating to the application. This file contain cancelled applications and related documents and correspondence. After file is closed, it is	Retain closed files for one (1) year, then microfilm. Retain film for five (5) years.
	<u>PLUMBING INSPECTION</u>	
20.	<u>CERTIFICATES OF INSURANCE</u> The certificate of insurance has to be obtained by master plumbers before Baltimore County will issue a license. The certificate of Insurance verifies that the plumber has general liability insurance in the amount of at least \$300,000 and property liability insurance in the amount of at least \$100,000.	Retain for ten (10) years after date of issuance, then destroy.
21.	<u>PLUMBING INSPECTION DIVISION CORRESPONDENCE</u> These files contain copies of original incoming and outgoing correspondence to all licensees and finance documents covering sewer and water hookups. It also contains letters regarding directives, policies and other material related to the administration of the agency.	Screen annually and dispose of that material no longer needed for current reference. Retain directives and policies that illustrate the development of the agency permanently for eventual transfer to the Archives.



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ITEM NO.	DESCRIPTION	RETENTION
22.	<u>PROPERTY OWNER COMPLAINT FILES</u> These files contain correspondence from property owners in the form of a complaint about work being done or plumbing code violations.	Retain for three (3) years after date of complaint, then destroy
23.	<u>PLUMBING VIOLATIONS</u> These are responses to property owner complaints after a plumbing inspector investigates to determine if a violation does, in fact, exist. If so, a violation notice is issued, requiring the work to be corrected.	Retain for three (3) years after violation is issued, then destroy.
24.	<u>CANCELLATION OF PLUMBING PERMITS</u> These files contain cancelled plumbing permits, which are filed with active permits. Permits are cancelled by the property owner or plumber and cannot be transferred to another plumber.	Retain for three (3) years after cancellation, then destroy.
25.	<u>VARIANCES ON PLUMBING CODE &amp; HEALTH DEPARTMENT VARIANCES</u> These files contain variances obtained by the property owner or plumber on work that is being done or work that is completed.	Retain for three (3) years after the variance is obtained or denied, then destroy.
<u>ELECTRICAL DIVISION</u>		
26.	<u>SPECIAL INVESTIGATION AND REPORTS FILE</u> These files contain special investigation requests and reports, fire investigation reports and community affairs complaint records and current defects on jobs with progress on same. It also contains Health, Electrical, Plumbing, Fire, and Building reports. These reports are in conjunction with the housing inspection required by this division and the aforementioned agencies.	Retain in office three (3) years after inspection is completed, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
	<u>ELECTRICAL INSPECTION DIVISION</u>	
27.	<u>ELECTRICAL PERMIT APPLICATIONS</u> These files contain the original application submitted by electricians. They are reviewed for adequate information of work being done and correct signature of representative of company. After permit is issued, the application is retained in Electrical Inspection Office file as a cross reference.	Retain in office for three (3) years after permit is issued then transfer to the Electrical Inspection Office as a non-record and may be destroyed when no longer needed.
28.	<u>ELECTRICAL PERMITS</u> The form shows the following: permit number, date and job location, district location of job, owners name, building contractor, (if applicable) occupant, type of structure(old, new, commercial, residential), electricians name, company name, address, phone number, license number, existing meter number, pole number, inspection requested, date, description and amount of work being done, amount paid, cash slip number. In addition, the inspectors copy contains the inspectors reports, and dates on the back.	Retain inspector for three (3) years after final inspection, then destroy. Keep License Counter Copy for three (3) years after date of issue, then destroy. Other copies are non-record and can be destroyed.
	<u>PLUMBING BOARD</u>	
29.	<u>PLUMBING LICENSES - COMPUTERIZED</u> These files contain yearly renewal application cards, unprinted licenses, master cards and yearly audit number.	Retain application renewal card for three (3) years then dispose.
30.	<u>PLUMBING BOARD GENERAL CORRESPONDENCE</u> These files consist of plumbing board meeting minutes, individual licensee's folders with test papers and general correspondence.	Screen annually and destroy that material no longer needed for current business. Retain permanently for eventual transfer to the Archives Meeting Minutes. Directives, and policies that illustrate the development of the agency



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ITEM NO.	DESCRIPTION	RETENTION
	<u>MISCELLANEOUS PERMITS SECTION</u>	
31.	<u>MISCELLANEOUS REGISTER</u> These books are prepared by the department for all permits issued which do not have a separate register. This would consist of fire alarm systems, trailer permits, refuse collector's and disposal, fire extinguisher service permits. They contain the application number, name of the applicant and the license issued.	Retain for three (3) years after the permit is issued, then destroy.
32.	<u>AMUSEMENT DEVICE REGISTER</u> Amusement device register is a form filled out by any individual, firm, or corporation who has an interest in any amusement device located within Baltimore County. The register shows the owner's name, location, and type of machine and is renewed annually.	Retain for three (3) years after form is filed, then destroy.
33.	<u>AMUSEMENT DEVICE</u> These are amusement device licenses issued by the department. They show the license and tag number issued, the proprietor and place of business in which the amusement device is located. The card which also contains the registration form which shows the location in which he has amusement devices located. Renewed annually.	Retain for three (3) years after the license is issued, then destroy.
34.	<u>DAY NURSERY, CAMP AND MOTEL FOLDERS</u> These files are day nursery, camp and motel permits made out by the department. The files also contain the approved copies of the original application. The files show the name and location of the respective type permit. Also found in the folders are copies of the permit which were issued. Renewed annually.	Retain for three (3) years after permit is issued, then destroy.
35.	<u>TAXI CAB APPLICATIONS LEDGERS</u> These books are prepared by the department and are a numerical listing of all applications received and the license number issued. They are renewed annually.	Retain for three (3) years after license is issued, then destroy.





**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
36.	<u>TAXI CAB APPLICATIONS</u> These are taxi cab drivers permits made out by the department. They contain department copy of the approved application and the permit number issued. Forms show the applicant's name and residence, photograph and other pertinent information. They are renewed annually.	Retain for three (3) years after application is filed, then destroy
37.	<u>BINGO PERMITS AND SUMMATION SHEETS</u> These are bingo permits made out by the department. They include approved copy of the original application. The forms show name and address of the organization holding bingo, location where bingo is held. Also, in the files are summation reports submitted by the holder of the bingo indicating the profit or loss.	Retain for three (3) years, then destroy.
38.	<u>TRAILER PERMITS</u> These are trailer permits made out by the department. They contain the department copy of the application issued, approval by county agencies, the copy of the permit issued. The forms show the applicant's name, address, location and size of trailer, together with plot plan showing set back.	Retain for five (5) years after permit is issued or trailer is moved, then destroy.
39.	<u>EATING AND DRINKING PERMITS</u> These are permits made out by the department, containing the department copy of the application, records and approval by the Health Department, copy of the license issued. The forms show the applicant's name, address, place of business, fee and cash receipt number.	Retain for three (3) years after permit is issued, then destroy.
40.	<u>ANIMAL LICENSE CERTIFICATES</u> This file contains the certificates prepared when individual, kennel and duplicate licenses are issued by the Office of Animal License Commission showing the date, breed, sex, name, age, color & markings of the dog, the name, address, and telephone number, the election district, and the amount of the fee paid. This type of license is renewed annually	Retain for two (2) years after license is issued, then destroy.

C630

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Permits &amp; Licenses

2. DIVISION

General Adminsitration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

General Correspondence

5 EARLIEST YEAR/LATEST YEAR

1983 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.)

Include the purpose or function of the series)

This is a small accumulation of inter-agency and other correspondence received in relating to the Building Code and the operations of the office. Agency file copies of, submitted budgets, routine personnel transactions, and other "housekeeping" are non-record and should not be kept beyond their useful period. Items relating to the Building Code may have long-term value.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL☐ NUMERICAL☐ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL (S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY☒ WEEKLY☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 112, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) &amp; regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES☒ NO

18. RECOMMENDED RETENTION

Retain for three years, then  
destroy all items having no  
further administrative, legal,  
or fiscal value.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

20. TELEPHONE NUMBER

494-3610

21. DATE

June 22, 1988

RECORDS LIASON

DGS 550-4 (REVISED 2/87)

ITEM 1

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

1630  
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Public Works

2. DIVISION

Land Aquisitions

3. UNIT

Administration

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

C630

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>3</u> OF <u>40</u>
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE LEAVE AND TIME SHEETS	5 EARLIEST YEAR/LATEST YEAR _____/____
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6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for one year, then destroy.

9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Annual Budget Submissions  
Monthly Budget printouts  
Workpapers

7. RECORDS SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORDS SERIES SEQUENCE

- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- NUMBER ☐ OTHER(SPECIFY)  
\_\_\_\_\_

10. VOLUME

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL (S)
- ☐ COMPUTER TAPE(S)
- NUMBER ☐ OTHER(SPECIFY)  
\_\_\_\_\_

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- ☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☒ YES ☐ NO

18. RECOMMENDED RETENTION

Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

6630 ✓  
AGENCY RECORDS INVENTORY

5 40  
PAGE 5 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

General Administration

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Dept. Accounting Records

5 EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Budget Expense Reports, Petty Cash vouchers,  
mileage reports, & mileage sheets, direct payments, goods received.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 112, County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance and Central Serv. (Purchasing)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

DGS 550-4 (REVISED 2/87)

ITEM 5

C630

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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2

1. DEPARTMENT/AGENCY

Permits &amp; Licenses

2. DIVISION

General Administration

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Purchase Orders &amp; Purchase Requisitions

5 EARLIEST YEAR/LATEST YEAR

\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Purchase Orders and Purchase requisitions, Purchase Order Log Book.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL☐ NUMERICAL☒ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY☐ WEEKLY☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER☐ MONTH(S)☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 112, County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Central Services, Purchasing

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) &amp; regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

OK  
YES  
STANDARD

ITEM 6

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Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Public Works

2. DIVISION

Land Acquisitions

3. UNIT

Administration

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

FIXED ASSETS FILE

5 EARLIEST YEAR/LATEST YEAR

\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Fixed asset printouts (including vehicles)  
IRA Forms (office copy)  
Lost/stolen forms (office forms)  
Surplus forms (office forms)  
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL☐ NUMERICAL☐ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL (S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY☐ WEEKLY☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and  
describe any hardware/software)

☐ YES☐ NO

18. RECOMMENDED RETENTION

Retain fixed asset Printout for one year,  
then destroy.

Retain all other completed forms for three  
years, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE



INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 40

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Applications & Processing

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Commercial Building Permits

5. EARLIEST YEAR/LATEST YEAR

\_\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are commercial building permits made out by the Dept. of Permits & Licenses (includes immediate and short form permits). Types of permits: Alterations-under 1,000 sq. ft., Alterations & Additions, Antennae, Radio Towers, Windmills, Flagpoles, Area Lights, Blasting, Bulkheads, Change of Occupancy, Circuses, Carnivals, Fences, Fences, Foundations, Grading, New Structures, Shell Structures, Piers, Pilings, Private Bridges, Razings, Retaining Walls, Signs, Signs-Temporary, Sprinkler, Storm Water Management, Swimming Pools, Tanks, Temporary Structures, Tents, Satellite Structures, Tents, Satellite Dishes, Viaducts, Tunnels, Free Standing Chimneys, Grain Elevators)

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☒ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL (Permit No.)

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☒ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

5

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Building Inspection, Basement of County  
Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Plans Review, Fire, Sediment Control, Zoning, Health  
Pub. Services, Planning, Traffic Eng., Police

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

After File is put on microfilm, retain  
for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Application & Processing

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Residential Building Permits

5 EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_/\_\_\_\_

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are residential building permits made out by the Dept. of Permits & Licenses. (Accessory Structures, Alteration-Additions, Bulkheads -Free Standing Chimneys, Piers, Pilings, Fences-over 42", Fireplaces, Solid Fuel Burning Stove, Grading, Moving, New Dwellings, Razings, Retaining Walls, Swimming Pools & Hot Tubs, Tanks-Temporary structures-tents, Towers, Windmills, Antennae, Satellite Dishes-Viaducts - Tunnels, Tennis Courts & 6' Fence).

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☒ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORDS SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL (Permit #)  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)  
\_\_\_\_\_

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL (S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)  
\_\_\_\_\_

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building Inspection, Basement of  
County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☒ YES ☐ NO (If Yes, Specify Agency or Office)  
Plans Review, Sediment Control, Zoning, Public  
Services, Health, Planning

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and  
describe any hardware/software)  
☐ YES ☒ NO

18. RECOMMENDED RETENTION  
After file is converted to microfilm,  
retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER  
494-3610

21. DATE  
June 9, 1988

C630 ✓

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>10</u> OF <u>48</u>	
1. DEPARTMENT/AGENCY Permits & Licenses		2. DIVISION Applications & Processing		3. UNIT	
DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes					
4. RECORDS SERIES TITLE Plumbing Permits Applications				5 EARLIEST YEAR/LATEST YEAR _____/____	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)  These are applications submitted by a master register plumber to perform plumbing work within the limits of Baltimore County. These applications show the owner's name, the location where the plumbing is taking place, the type of plumbing work being installed, the name and address of the master plumber doing the work.					
7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM  <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE  <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK  <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE  <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL  <input checked="" type="checkbox"/> NUMERICAL  <input type="checkbox"/> CHRONOLOGICAL  <input type="checkbox"/> GEOGRAPHICAL  <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME  <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Plumbing Inspection, Basement of County Office Building			14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If Yes, Specify Agency or Office)		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for three years, then destroy.		
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason		20. TELEPHONE NUMBER 494-3610		21. DATE June 9, 1988	

0630

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Plumbing Post Card Permits

5 EARLIEST YEAR/LATEST YEAR  
1984 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

PLUMBING POST CARD PERMITS (INSPECTORS COPY). Inspections are recorded on inspector's copy of permits (dated and signed). Permits are filed numerically by permit number.

7. RECORDS SERIES FORMAT(S)  
☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER (SPECIFY)  
3" x 7" post card

8. RECORDS SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL (S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MS 1009 and Board Room MS 1101, Basement of  
County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☒ YES ☐ NO (If Yes, Specify Agency or Office)  
Plumber has copy.

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☒ NO

18. RECOMMENDED RETENTION  
Retain for three years, then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER  
494-3610

21. DATE  
June 23, 1988

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Applications & Processing

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Water Application Register

5 EARLIEST YEAR/LATEST YEAR

1982 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These books contain a numerical listing of the water applications accepted by this department. They show the owner's name, location of the property, date the application was received and date the application was forwarded to the Bureau of Water Supply.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER (SPECIFY) 10½" x 11 7/8"

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

☐ MONTH(S)

☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 100 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)  
Bureau of Water Supply

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Applications & Processing

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Cash Slip Receipts

5 EARLIEST YEAR/LATEST YEAR

1980 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are cash receipts made out by the Department of Permits and Licenses in receipt for money paid for permit applications, licenses, penalties, code books, etc. The Department of Permits and Licenses retain the white (original) copy. They show the date, applicant's name and address, fee, name of person who made out the receipt, how many licenses, books, etc., were received by applicant.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER (SPECIFY) 11" x 6 1/2"

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 100, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

Records Liason  
DGS 550-4 (REVISED 2/87)

ITEM

14

c630

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 14 OF 40  
12 OF 19

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Building Plans Review

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Building Plans and Specification Files

5 EARLIEST YEAR/LATEST YEAR

1979 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.

Include the purpose or function of the series)

This file consists of rolled drawings and blueprints submitted with applications for building permits pursuant to the Building code.

Residential Plans are filed and are available for the use of inspectors during construction. Commercial Plans (which include a variety of multiple dwelling or public occupancy buildings) are reviewed for conformity to Code requirements before permit issuance, and are held for reference and inspection purposes.

Specifications Books are submitted with plans for commercial building as part of Code requirements. They are referred to during plan review, but have little reference thereafter.

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☒ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☒ OTHER (SPECIFY)

Plans vary in size

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S) per year

☐ MICROFILM REEL(S)

3 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 122 in County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain active files for three years as per state law, then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

~~Records Liason~~

20. TELEPHONE NUMBER

494-3610

21. DATE

June 23, 1988

DGS 550-4 (REVISED 2/87)

ITEM

15

C630

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 15 OF 40  
~~13~~

1. DEPARTMENT/AGENCY

Permits &amp; Licenses

2. DIVISION

Building Plans Review

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Plans Review Correspondence

5. EARLIEST YEAR/LATEST YEAR

1979 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Correspondence relating to plan review is filed in letter size  
folders by year and permit number. The correspondence requests  
revised plans, additional information, cities code requirements,  
and notifies builders of approval or disapproval of proposed uses  
of new or tested buildings materials.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL☒ NUMERICAL☐ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S) per year☐ MICROFILM REEL(S)3 ☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL (S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☒ DAILY☐ WEEKLY☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3☐ MONTH(S)☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S). (BLDG., FLOOR, ROOM)

Room 122 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) &amp; regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES☒ NO

18. RECOMMENDED RETENTION Retain for three  
years, then destroy all items having  
no continuing administrative, fiscal,  
or legal value. (Retain items  
regarding approved uses of bldg.  
materials as long as they are effective,  
& for 3 years thereafter.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

20. TELEPHONE NUMBER

494-3610

21. DATE

June 23, 1988

Records Liason  
DGS 550-4 (REVISED 2/87)

ITEM 16



C630

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 16 OF 40  
15 19

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Building Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Building Inspector's Complaints (from the Public)

5. EARLIEST YEAR/LATEST YEAR  
1983 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are forms describing complaints received by inspectors from the public and describes the disposition of the complaint.

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER (SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED  
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Basement of County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☒ NO

18. RECOMMENDED RETENTION  
Retain for 5 years, then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liaison  
DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER  
494-3610

21. DATE  
6/22/88

ITEM 17

2630

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>17</u> OF <u>40</u> <del>14</del> <del>19</del>
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1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building Inspection	3. UNIT
--	------------------------------------	---------

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE Building Permit Application File	5 EARLIEST YEAR/LATEST YEAR 1983 / 1988
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6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This is a file of forms, which is the original or "office copy", of applications made for the various types of building permits.

The file is maintained as office reference to the details of the premises and the construction or alteration being done. It is a working copy, shows the approvals of related County agencies which are necessary prior to issuance of the permit, the number, and date of issuance, which is a cross reference to the permit file.

7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM  <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE  <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK  <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE  <input type="checkbox"/> OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL  <input checked="" type="checkbox"/> NUMERICAL  <input type="checkbox"/> CHRONOLOGICAL  <input type="checkbox"/> GEOGRAPHICAL  <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)  10. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)
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11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Basement of County Office Building	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for five years after issuance of permits, then destroy.

9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 494-3610	21. DATE 6/22/88
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C630

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>18</u> OF <u>40</u>
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1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building Inspection	3. UNIT
--	------------------------------------	---------

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE Cancelled Permit Applications	5. EARLIEST YEAR/LATEST YEAR 1983 / 1988
--	---

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

When an applications if rejected/cancelled by the Buildins Engineer, after fee has been paid, the refused applicant may appeal to the Circuit Court within 15 days. The Court hears and determines all matters relating to the applications. The file contains cancelled applications and related documents and correspondence . After file is closed, it is transferred to microfilm and stored in Building Inspection Office.

7. RECORDS SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input checked="" type="checkbox"/> MICROFILM  <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE  <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK  <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE  <input type="checkbox"/> OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL  <input checked="" type="checkbox"/> NUMERICAL  <input type="checkbox"/> CHRONOLOGICAL  <input type="checkbox"/> GEOGRAPHICAL  <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
--	---	--

11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
--	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Room 1009 in County Office Building	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Specify Agency or Office)
---	--

15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
---	--

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>high reference ∴ filmed</i>	18. RECOMMENDED RETENTION Retain for five years, then destroy. <i>film</i>
---	--

9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 494-3610	21. DATE 6/23/88
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Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 19 OF 40  
~~10~~

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Certificates of Insurance

5 EARLIEST YEAR/LATEST YEAR

5/1986/ present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

The Certificate of Insurance has to be obtained by Master Plumbers before Baltimore County will issue a license. The certificate of insurance verifies that the plumber has general liability insurance in the amount of at least \$300,000 and property liability insurance in the amount, of at least, \$100,000.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Basement of County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for ten years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

6630

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>20</u> <u>40</u> <u>6</u> OF <u>18</u>
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1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Plumbing Inspection	3. UNIT
--	------------------------------------	---------

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE Plumbing Inspection Division Correspondence	5 EARLIEST YEAR/LATEST YEAR <u>1980</u> / <u>1988</u>
--	--

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

(General correspondence to all licensees) ~~property owner complaints, plumbing violations, cancellation of plumbing permits, variances on plumbing code also health department variances.~~ County Finance documents - covering sewer and water hookups.

7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL (address) <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
--	---	--

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>5-10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
--	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Basement County Office Building, Room 1109 & 1101	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If Yes, Specify Agency or Office)
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
--	---

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for five years and then destroy all items having no further administrative, legal or fiscal value.
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9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason DGS 550-4 (REVISED 2/87)	20. TELEPHONE NUMBER 494-3610	21. DATE June 23, 1988
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C670

INSTRUCTIONS: TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

21 40  
PAGE 1 OF 4

1. DEPARTMENT/AGENCY

Permits &amp; Licenses, Dept.

2. DIVISION

Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Property Owner Complaints

5 EARLIEST YEAR/LATEST YEAR

1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.)

Include the purpose or function of the series)

This file contains correspondence from a property owner, in the form of a complaint, of work done or a possible plumbing code violation.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM☐ LEGAL SIZE ☐ COMPUTER TAPE☐ BOUND BOOK ☐ FLOPPY DISK☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL (address)☐ NUMERICAL☐ CHRONOLOGICAL☐ GEOGRAPHICAL☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL(S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)☐ MICROFILM REEL (S)☐ COMPUTER TAPE(S)NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☒ DAILY☐ WEEKLY☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Basement of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) &amp; regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Screen annually and dispose of that material no longer needed for current business. Retain remaining material for 3 years, then dispose.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

20. TELEPHONE NUMBER

494-3610

21. DATE

August 10, 1988

Records Liason  
DGS 550-4 (REVISED 2/87)

ITEM

22

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 22 OF 40

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Plumbing Violations

5 EARLIEST YEAR/LATEST YEAR

1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

In response to a property owner complaint, a plumbing inspector will investigate complaint to determine if there is a plumbing code violation and issue a Plumbing Violation notice to have the work corrected.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL (address)

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Basement of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Screen annually and dispose of that material no longer needed for current business. Retain remaining material for 3 years, then dispose.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

August 10, 1988

C630

SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

PAGE 23 OF 40

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Cancellations of Plumbing Permits

5 EARLIEST YEAR/LATEST YEAR  
1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Cancelled plumbing permits are kept with active permits. Permits are cancelled by property owner or plumber. (Permits cannot be transferred to another plumber for same job.)

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE  
☒ ALPHABETICAL (address)  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER (SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL (S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Basement of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Screen annually and dispose of that material no longer needed for current business. Retain remaining material for 3 years, then dispose.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason  
DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER  
494-3610

21. DATE  
August 10, 1988

ITEM 24



C630

SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INFORMATION

PAGE 24 OF 40

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Plumbing Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Variances on Plumbing Code/Health Dept. Variances

5 EARLIEST YEAR/LATEST YEAR  
1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These files contain variances obtained by the property owner or plumber on work that is being done or work that is completed.

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE  
☒ ALPHABETICAL (address)  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL (S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Basement of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Screen annually and dispose of that material no longer needed for current business. Retain remaining material for 3 years, then dispose.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER  
494-3610

21. DATE  
August 10, 1988

0630

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>25</u> OF <u>40</u> <u>7</u> OF <u>19</u>
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1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Electrical Division	3. UNIT
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DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE Special Investigation and Reports File	5 EARLIEST YEAR/LATEST YEAR 1985 / 1988
---	--

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains special investigation requests and reports, fire investigation reports and Community Affairs Complaint records and current defects on jobs with progress on same. It also contains Health, Electrical, Plumbing, Fire and Building reports. These reports are in conjunction with the housing inspection required by this division and the aforementioned agencies.

7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM  <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE  <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK  <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE  <input type="checkbox"/> OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL  <input checked="" type="checkbox"/> NUMERICAL  <input type="checkbox"/> CHRONOLOGICAL  <input type="checkbox"/> GEOGRAPHICAL  <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)  10. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
--	---	--

11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
--	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Basement of County Office Building	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Specify Agency or Office) Citizen's Assistance
--	---

15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
---	--

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for 3 years and then destroy.
---	---

9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 494-3610	21. DATE June 22, 1988
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C630

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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9 19

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Electrical Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Electrical Permit Applications

5 EARLIEST YEAR/LATEST YEAR

1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.)

Include the purpose or function of the series)

These are the original applications submitted by electrician.  
They are reviewed for adequate information of work being done and  
correct signature of representative of company. After permits is issued  
the application is retained in Electrical Inspection Office file  
as cross reference.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☒ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Basement of County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years after  
permit is issued, then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

20. TELEPHONE NUMBER

494-3610

21. DATE

June 22, 1988

Records Liason  
DGS 550-4 (REVISED 2/87)

ITEM

27

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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10 OF 19

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Electrical Inspection

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Electrical Permit

5 EARLIEST YEAR/LATEST YEAR

1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.

Include the purpose or function of the series)

The form shows the following information: Permit number, date, job location, District location of job, owners name, building contractor, if applicable, engineer or architect, if applicable, occupant, type of structure (old, new commercial, residential), electricians name, company name, address, phone number, license number, existing meter number, pole number, inspection requested date, description and amount of work being done, amount paid, cash slip number. In addition, the inspectors copy contains the inspectors report and dates on the Back

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Basement, County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Electrician, Gas & Electric Co., .

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION Keep inspector copy for 3 yrs. after final inspection, then destroy. Keep License Counter copy for three years after issuance, then destroy. Other copies are non-record material after job is finalized so are destroyed at that time.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 22, 1988

C630

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 28 40  
170 19

1. DEPARTMENT/AGENCY  
PERMIT & LICENSES

2. DIVISION  
PLUMBING BOARD

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
PLUMBING LICENSES - Computerized

5. EARLIEST YEAR/LATEST YEAR  
84 / 88

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)  
YEARLY RENEWAL APPLICATION CARD.  
UNPRINTED LICENSES  
MASTER CARDS - yearly audit number

7. RECORDS SERIES FORMAT(S)  
☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☒ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER (SPECIFY)  
3 3/4" x 8 1/2"

8. RECORDS SERIES SEQUENCE  
☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
one ☐ MONTH(S) ☒ YEAR(S)  
NUMBER Only renewal cards

13. CURRENT LOCATION(S), (BLDG., FLOOR, ROOM)  
Basement County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☒ YES ☐ NO

18. RECOMMENDED RETENTION  
application renewal card hold three years.  
~~Master Cards until licensee deceased~~

application cards and licenses printed  
name and adress and license number printed  
by floppy disc

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER  
494-3610

21. DATE  
6/23/88

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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~~18~~ OF ~~19~~

1. DEPARTMENT/AGENCY  
PERMIT & LICENSES

2. DIVISION  
PLUMBING BOARD

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
PLUMBING BOARD GENERAL CORRESPONDENCE

5. EARLIEST YEAR/LATEST YEAR  
80 / 88

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Plumbing Board Meeting Minutes. Individual licensee's folders with test papers and general correspondence.

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE  
☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL (S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Basement of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and  
describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Screen annually and destroy that material  
no longer needed for current business.  
Retain permanently for eventual transfer  
to the Archives Meeting minutes, directives,  
and policies that illustrate the development of  
the agency.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason  
DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER  
494-3610

21. DATE  
6/23/88

ITEM 30

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 30 OF 40  
20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Miscellaneous Register

5 EARLIEST YEAR/LATEST YEAR

1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These books are prepared by the Department of Permits and Licenses for all permits issued which do not have a separate register. This would consist of Fire Alarm Systems, Trailer Permits, Refuse Collector's and Disposal, Fire Extinguisher Service Permits. This contains the application number, name of the applicant and the license issued.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

20. TELEPHONE NUMBER

493-3610

21. DATE

June 9, 1988

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

31 40  
PAGE 19 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Amusement Device Register

5 EARLIEST YEAR/LATEST YEAR

1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

Amusement device register is a form filled out by an individual or firm or corporation who has an interest in any amusement device located within Baltimore County. The register shows the owner's name, location and type of machine.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

ITEM

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Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

0630 ✓  
AGENCY RECORDS INVENTORY

32 40  
PAGE 18 OF 20

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Misc. Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
AMusement Device

5 EARLIEST YEAR/LATEST YEAR  
1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are amusement device licenses issued by the Department of Permits & Licenses. The folders show the license and tag number issued the proprietor and place of business in which the amusement device is located. The cards also contain the registration form which shows the location in which he has amusement devices located.

7. RECORDS SERIES FORMAT(S)  
☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER (SPECIFY) 5 1/2 x 8 1/2"

8. RECORDS SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Room 102, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Retain for three years and then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood

20. TELEPHONE NUMBER  
494-3610

21. DATE  
June 9, 1988

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

C670 J  
AGENCY RECORDS INVENTORY

PAGE 33 OF 40  
17 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Day Nursery, Camp and Motel Folders

5 EARLIEST YEAR/LATEST YEAR

1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are day nursery and camp and motel permits made out by the Department of Permits and Licenses. The files also contain the approved copies of the original application. The files show the name and location of the respective type permit. Also, found in the folders are copies of the permit which were issued.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

C670 ✓

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

34 40  
PAGE 16 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Taxi Cab Applications (Ledger)

5 EARLIEST YEAR/LATEST YEAR

1984 /present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.

Include the purpose or function of the series)

These books are prepared by the Department of Permits and Licenses and is a numerical listing of all applications received and the license number issued.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101 of County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years and then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

35 40  
PAGE 15 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Taxi Cab Applications

5. EARLIEST YEAR/LATEST YEAR

1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are taxi cab drivers permits made out by the Department of Permits and Licenses. These files contain the department copy of the approved application and the permit number issued. The forms show the applicant's name and residence, photograph and other pertinent information.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

36 40  
PAGE 13 OF 20

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Bingo Permits and Summation Sheets

5 EARLIEST YEAR/LATEST YEAR  
1984 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are bingo permits made out by the Department of Permits and Licenses. The files, also, contain the approved copy of the original application. The forms show the name and address of the organization holding bingo, location where bingo is held. Also, in the files are summation reports submitted by the holder of the bingo indicating the profit or loss.

7. RECORDS SERIES FORMAT(S)  
☒ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE  
☒ ALPHABETICAL  
☐ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Room 101, County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason  
DGS 550-4(REVISED 2/87)

20. TELEPHONE NUMBER  
494-3610

21. DATE  
June 9, 1988

ITEM 37

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

37 40  
PAGE 14 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Bingo Register

5 EARLIEST YEAR/LATEST YEAR

1984 present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are records kept by the Department of Permits and Licenses showing in alphabetical order the bingo permits, temporary and annual, which were issued the various qualifying organizations. They also show the amount of profits or losses reported to this department by the various organizations as a result of the bingo games which were held.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☐ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

Instructions TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

38 40  
PAGE 12 OF 20

1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Trailer Permits

5 EARLIEST YEAR/LATEST YEAR

1985 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are trailer permits made out by the Department of Permits and Licenses. These files contain the department copy of the application issued, approval by County Agencies, the copy of the permit issued. The forms show the applicant's name, address, location and size of trailer, together with plot plan showing set backs.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101, County Office Bldg.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for five years and then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER

494-3610

21. DATE

6/9/88

INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

39 40  
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1. DEPARTMENT/AGENCY

Permits & Licenses

2. DIVISION

Miscellaneous Permits

3. UNIT

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Eating And Drinking Permits

5 EARLIEST YEAR/LATEST YEAR

85 / 88

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

These are Eating Drinking Permits made out by the Department of Permits and Licenses. These files contain the department copy of the application record and approval by the Health Department and a copy of the License issued. The forms show the applicant's name, address, place of business, fee, and Cash Receipt Number.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3

NUMBER

☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 101, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)  
Health Dept.

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for three years,  
then destroy.

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason

DGS 550-4 (REVISED 2/87)

20. TELEPHONE NUMBER

494-3610

21. DATE

June 9, 1988

ITEM 39



INSTRUCTIONS TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORDS SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

40 OF 40  
PAGE 19 OF 19

1. DEPARTMENT/AGENCY  
Permits & Licenses

2. DIVISION  
Animal Licenses

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE  
Animal License Certificates

5. EARLIEST YEAR/LATEST YEAR  
1987 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.  
Include the purpose or function of the series)

This file contains the certificates prepared when Individual, Kennel & Duplicate licenses are issued by the office of the Animal License Commission showing the date, the breed, sex, name, age, color & markings of the dog, the name, address and telephone number of the owner, the tag number, the Election District, and the amount of the fee paid. This type of license is renewable annually.

7. RECORDS SERIES FORMAT(S)  
☐ LETTER SIZE ☐ MICROFILM  
☐ LEGAL SIZE ☐ COMPUTER TAPE  
☐ BOUND BOOK ☐ FLOPPY DISK  
☐ AUDIO TAPE ☐ VIDEO TAPE  
☒ OTHER (SPECIFY) 4" x 8"

8. RECORDS SERIES SEQUENCE  
☐ ALPHABETICAL  
☒ NUMERICAL  
☐ CHRONOLOGICAL  
☐ GEOGRAPHICAL  
☐ OTHER (SPECIFY)

9. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

10. VOLUME  
☐ FILE DRAWER(S)  
☐ MICROFILM REEL(S)  
☐ COMPUTER TAPE(S)  
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED  
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 ☐ MONTH(S) ☒ YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Room 101, County Office Building

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
☐ YES ☐ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☐ NO  
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS  
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  
☐ YES ☐ NO

18. RECOMMENDED RETENTION  
Retain for two years, then destroy.

9. NAME AND TITLE OF PREPARER  
Sharon Kirkwood  
Records Liason

20. TELEPHONE NUMBER  
494-3610

21. DATE  
6/22/88